

ASSISTANT DIRECTOR OF FINANCE POSITION-FULL TIME

TOWN OF NORTH HEMPSTEAD

GENERAL STATEMENT OF DUTIES

Assists in the preparation of the annual and capital budgets and in the administration of other fiscal operations of the Town; performs related duties as required.

COMPLEXITY OF DUTIES

Under general direction, the position requires the exercise of independent judgment and the direction of subordinate personnel in the administration of Town fiscal operations.

TYPICAL DUTIES

1. Assists in preparing the annual budget and in projecting future budgets.
2. Supervises deposit of money.
3. Reviews all claims and checks drawn against the Town.
4. Reviews monthly expenditures of departments.
5. Estimates monthly expenditures by departments for the following year.
6. Attends conferences pertaining to government funding and economics.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Thorough knowledge of the principles and practices of governmental accounting, budgeting, and statistics.
2. Thorough knowledge of statistical and mathematical techniques and methods applied to short and long-term investment and income.
3. Ability to analyze financial statements and business reports.
4. Ability to prepare clear and concise financial summaries.
5. Ability to exercise effective administrative and technical supervision.

MINIMUM QUALIFICATIONS

Training and Experience

Bachelor's degree from a regionally accredited or New York State registered college or university with major course work in Finance or Accounting
and

Three years of satisfactory experience in fiscal administration.

NOTE: A Master's degree in Finance or Accounting from a regionally accredited or New York State registered college or university may be substituted for one year of the required experience.

PLEASE NOTE- This position is provisional. All applicants must live in Nassau County, take the Assistant Finance Director Civil Service test when given and be reachable on the established list.

Applicants should email a letter of interest and resume (in confidence) to Robert Weitzner at: careers@northhempsteadny.gov